# CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW0855					
Classification Specification: <u>ENVIRONMENTAL SCIENTIST</u>					
Salary Range: <u>NR 40 – Management Benefits Level C</u>					
Position Description (Working Title): <u>Environmental Scientist - NPDES</u>					
Incumbent:					
Location: Public Works/Engineering – Environmental Section					

#### **GENERAL PURPOSE:**

Under the direction of the Environmental Conservation Supervisor, or designee, perform advanced-level professional scientific duties in the area of environmental engineering.

Work is characterized by experienced, professional scientific responsibilities which include, but are not limited to, coordinating the implementation of the National Pollutant Discharge Elimination System (NPDES) Program; field investigation of public and private development and improvement projects; coordinating with other city departments and local agencies; interacting with Public Works department staff and the public in the field to communicate concerns/provide education relating to environmental issues; field location, identification, and analysis of environmental problems; involvement in regulatory enforcement activities; preparing written documentation relating to field activities; understanding and communicating complex regulations to a variety of audiences; and environmental monitoring.

Work is performed under limited supervision. The supervisor sets the overall objectives and determine resources available. The employee and supervisor work together to develop projects, deadlines, and work to be completed. The employee is responsible for the work, plans and carries out the assignments, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The employee keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, and effectiveness of results.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate and implement NPDES permit elements with other city departments, agencies, environmental groups, and the public.

Represent the City of Kent at regional environmental meetings and implement elements of the forums including, but not limited to, the NPDES,

West Nile Virus Response, Regional Road Maintenance, and Endangered Species Act (ESA) Forum.

Evaluate potential environmental impacts of ongoing public and private activities on fish and fish habitat as related to compliance with the Federal Endangered Species Act.

Perform technical and administrative duties as necessary to work with the State Department of Ecology to establish, coordinate, and maintain the Total Maximum Daily Load (TMDL) Programs within the City.

Provide technical assistance to City design engineers, construction inspectors, and public works operations personnel on effective environmental management techniques (e.g. stormwater management, erosion and sediment control, etc.) for City and private development projects under design and / or construction.

Perform field reconnaissance and water quality investigations to locate and identify environmental problems throughout the City.

Respond to, investigate, and document citizen complaints and accidents involving spills and water quality.

Develop corrective measures and associated costs for correcting environmental problems and/or preventing potential problems.

Monitor stormwater discharges and surface waters for compliance with state and federal standards.

Establish effective working relationships with adjacent local governments, State Department of Health, State Department of Ecology, and State Department of Fish and Wildlife to monitor and correct environmental issues.

Provide technical support of City code enforcement activities and attend hearings to present testimony on pollution investigations.

Communicate in person and on the telephone with City personnel, consultants, developers, contractors, other agencies, property owners, and the public to exchange information, resolve conflicts, and assist them by providing technical expertise as needed.

Provide and/or coordinate environmental training opportunities such as Certified Erosion and Sediment Control Lead & Regional Road Maintenance for City staff.

Develop, coordinate, and implement the City West Nile Virus Prevention Program.

Provide technical expertise to Public Works Operations at the City vactor site. Technical assistance includes, but is not limited to, sampling protocols and Best Management Practices (BMPs) for storage, handling, and disposal methods.

Develop recommendations for changes in construction methods and City environmental policies, regulations, and programs.

Review consultant reports and engineering plans as they relate to environmental regulations.

Document activities in formal reports.

Assist with implementation of the Wellhead Protection Program as needed.

Actively support and follow the vision, mission, values, and behavior statements of the department and the City.

#### PERIPHERAL DUTIES:

Perform related duties as assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES:

#### KNOWLEDGE OF:

- Principles of environmental science
- Principles, practices, and methods of civil engineering
- Research, analysis, and problem solving methods
- Maps and legal descriptions relating to parcels, easements, and other property issues
- Local, State, and Federal codes and regulations governing environmental protection and source control BMPs, including NPDES, water quality standards, wetland protection, Kent Construction Standards, the Endangered Species Act, etc.
- The King County and City of Kent Surface Water Design Manuals
- The 2005 DOE Stormwater Management Manual for Western Washington
- Erosion and sediment control (ESC) BMPs for construction projects
- Stormwater management with specific emphasis on the practical application of stormwater treatment techniques and devices
- Environmental sampling protocols, specifically including areas such as water quality, soils, wetlands, and groundwater
- Salmonid fish habitat requirements
- Technical aspects of field of specialty
- Municipal public works construction techniques
- Trends, legislation, and developments in the field of environmental engineering

- Surveying principles and techniques
- Preparation of construction drawings and specifications
- Advanced mathematics including trigonometry, geometry, and algebra
- Principles of geology and hydrogeology
- Modern office practices, procedures, and equipment including personal computers and related software such as word processing and spreadsheet programs
- Correct English, grammar, spelling, punctuation, and vocabulary
- Effective oral and written communication skills
- Municipal government policies, procedures, and structure
- Basic principles and practices of governmental budgeting, accounting, and purchasing procedures and practices

## SKILLED IN:

- Performing complex technical work in a variety of environments
- Coordinating large programs among various city departments and/or between other local jurisdictions
- Using interpersonal skills effectively in a tactful, patient, and courteous manner
- Varying communication content and style as appropriate for different audiences, including the public, city inspectors, state and federal regulatory officials, and elected officials
- Preparing and delivering oral presentations
- Interpreting complex regulations and applying them to onsite situations
- Making extensive mathematical computations accurately
- Negotiations and conflict resolution

### **ABILITY TO:**

- Define problems; collect, analyze, and organize data; establish facts; and draw valid conclusions
- Establish and maintain effective working relationships with others
- Represent the City of Kent at regional meetings
- Resolve conflicts with other departments, agencies, organizations, and the public
- Analyze situations accurately and adopt an effective course of action
- Work independently with limited supervision
- Plan and organize work to meet schedules and timelines
- Read, analyze, interpret and explain technical procedures and governmental regulations
- Prepare clear and concise reports, business correspondence, and other regulatory documentation
- Effectively present information and respond to questions from elected officials, groups of managers, contractors, developers, engineers and the general public
- Maintain records
- Analyze and propose responses to state and federal regulations

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# EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in environmental science or related degree; and

Experience: Six (6) years of increasingly responsible experience in environmental

science.

Or: In place of the above requirements, the incumbent may possess any

combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform

the essential duties and responsibilities listed above.

### LICENSES AND OTHER REQUIREMENTS:

• Valid Washington State drivers license, or the ability to obtain within thirty (30) days of employment

- Must successfully pass the city's pre-employment driver's records check;
- complete the City's Defensive Driving Course; and maintain an excellent driving record
- Certified Erosion and Sediment Control Lead, or the ability to obtain within sic (6) months of employment

## MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer and related software, computer aided drafting software and equipment, blueprint machine, printing and lettering machine, telephone, fax and copy machine, and calculator.

Standard and specialized hand and power machines, tools and equipment used in field water quality monitoring including, but not limited to, pH, D.O., turbidity and temperature meters, field distance measurement tools, digital cameras, etc.

The incumbent is required to operate a City vehicle.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk and hear normally with or without mechanical assistance. The employee is frequently required to sit; stand; walk; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to lift and/or move in excess of 30 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

## **WORKING CONDITIONS:**

Work is performed in an indoor and outdoor environment, subject to driving to several different sites daily to perform inspections. While performing the duties of this position, the incumbent may be exposed to noxious odors, outside weather conditions, confined spaces, uneven terrain, different heights and depths of surfaces, moist/damp surroundings, vehicle traffic, and individuals who are irate or hostile. While performing the duties of this job, the employee may be exposed to individuals who are irate or hostile. The noise level in the work environment is usually moderate in the office and loud to very loud in the field.

SIGNATUR	RES:				
Incumben	t's Signature	Date	Supervisor's Signature	Date	
Approval:					
Departme	nt Director/Designe	e Date	Employee Services Director	Date	
**Note:	Note: This document will be reviewed and updated annually at the time the employee's performance appraisal; when this position becom vacant; or, if the duties of this position are changed significantly.				

Revised: 8/3/00; 1/15/08